

## Invitation to Bid

**Leonard J. Chabert Medical Ctr**



BIDS WILL BE PUBLICLY OPENED:

**April 19, 2010**

**02:00 PM**

VENDOR NO. :  
SOLICITATION : **000556**  
OPENING DATE : **04/19/2010**

**Return Bid in Envelope/Labels Provided to:**  
Purchasing Department  
1978 Industrial Blvd  
Houma LA 70363

**BUYER : Hebert, Vicky**  
**BUYER PHONE : 985/873-1215**  
**DATE ISSUED : 03/18/2010**  
**REQ. NO : 0023687**  
**FISCAL YEAR : 2010**

CABLING JOB

### INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: \_\_\_\_\_. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

- \* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
- \* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED.
- \* THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

- \* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- \* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- \* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
- \* THAT IF MY BID IS ACCEPTED WITHIN \_\_\_\_\_ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
- \* DELIVERY WILL BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER.

VENDOR PHONE NUMBER:

TITLE

DATE

FAX NUMBER:

SIGNATURE OF AUTHORIZED BIDDER  
(MUST BE SIGNED)

NAME OF BIDDER  
(TYPED OR PRINTED)

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NUMBER : 000556 OPEN DATE : 04/19/2010 TIME: 02:00 PM	BIDDER:
<p>6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE</p> <p>7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.</p> <p>8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</p> <p>9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).</p> <p>10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.</p> <p>11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.</p> <p>12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH,</p>	

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<p>BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17.DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>18.TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>19.NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>20.CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>21.DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22.ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPEICAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23.APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24.EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR.</p> <p>25.SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>26.IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR,</p>	

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<p>ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.</p> <p>28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.</p> <p>29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.</p> <p>30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE? YES _____ NO _____ SPECIFY THE LINE NUMBER (S) _____ SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____ (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.) DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____ IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS? YES _____ NO _____ FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <p>31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</p> <p>31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</p> <p>31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.</p> <p>32. CODE OF CONDUCT</p> <p>32.1. THE CODE OF CONDUCT OF THE LSU HEALTH SCIENCES CENTER - HEALTH CARE SERVICES DIVISION (HCSD) PROVIDES THE GUIDING STANDARDS FOR OUR DECISIONS AND ACTIONS AS MEMBERS OF THE HCSD. ALTHOUGH THE CODE CAN NEITHER COVER EVERY SITUATION IN THE DAILY CONDUCT OF OUR VARIED ACTIVITIES, NOR SUBSTITUTE FOR COMMON SENSE, INDIVIDUAL JUDGMENT OR PERSONAL INTEGRITY; IT IS THE DUTY OF EACH OFFICER, DIRECTOR, EMPLOYEE, LEASED EMPLOYEE, STUDENT AND AGENT ("PERSONNEL") OF THE HCSD TO ADHERE, WITHOUT EXCEPTION, TO THE PRINCIPLES SET</p>	



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<p>FORTH HEREIN. ALL PERSONNEL OF THE HCSD ARE SUBJECT TO AND SHALL COMPLY WITH THE TERMS OF THIS CODE OF CONDUCT.</p> <p>32.2.HCSD PERSONNEL, AS DEFINED ABOVE, SHALL COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS, REGULATIONS, AND HCSD POLICIES. THIS INCLUDES, BUT IS NOT LIMITED TO, COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA) PERTAINING TO PRIVACY AND INFORMATION SECURITY, AS WELL AS, THE DEFICIT REDUCTION ACT OF 2005 PERTAINING TO THE DETECTION AND PREVENTION OF FRAUD WASTE AND ABUSE AND RIGHTS OF EMPLOYEES TO BE PROTECTED AS WHISTLEBLOWERS UNDER THE FALSE CLAIMS ACT.</p> <p>32.3.HCSD PERSONNEL SHALL CONDUCT ALL ACTIVITIES IN ACCORDANCE WITH THE HIGHEST ETHICAL STANDARDS OF THE STATE, THE COMMUNITY, AND THEIR RESPECTIVE PROFESSIONS, IN A MANNER THAT UPHOLDS HCSD'S REPUTATION AND STANDING.</p> <p>32.4.HCSD PERSONNEL HAVE A DUTY TO AVOID CONFLICTS OF INTEREST AND MAY NOT USE THEIR POSITIONS OR AFFILIATION WITH THE HCSD FOR PERSONAL BENEFIT.</p> <p>32.5.HCSD PERSONNEL SHALL STRIVE TO ATTAIN THE HIGHEST STANDARD OF PATIENT CARE AS STATED IN THE HCSD MISSION.</p> <p>32.6.THE HCSD SHALL PROVIDE EQUAL OPPORTUNITY AND PERSONNEL SHALL RESPECT THE DIGNITY OF ALL PATIENTS AND PERSONNEL.</p> <p>32.7.HCSD PERSONNEL MUST UPHOLD THE HIGHEST MORAL AND ETHICAL STANDARDS IN EDUCATION OF HEALTH PROFESSIONALS AND HEALTH RELATED RESEARCH.</p> <p>32.8.HCSD PERSONNEL SHALL MAINTAIN PROPER ACCURATE AND COMPLETE RECORDS AND A RELATIONSHIP OF INTEGRITY WITH ALL PAYOR SOURCES.</p> <p>32.9.ALL BUSINESS PRACTICES OF THE HCSD AND ITS PERSONNEL SHALL BE CONDUCTED WITH HONESTY AND INTEGRITY.</p> <p>32.10.HCSD SHALL HAVE PROPER REGARD FOR HEALTH AND SAFETY FOR ITS PERSONNEL AND PATIENTS.</p> <p>32.11.THE CODE OF CONDUCT IS THE FUNDAMENTAL BASIS FOR THE OPERATION AND ACTIVITIES OF THE HCSD.</p> <p>32.12.HOW TO REPORT A SUSPECTED VIOLATION OF THE CODE A SUSPECTED VIOLATION OF THE CODE OF CONDUCT MAY BE REPORTED WITH ALL PERTINENT INFORMATION TO YOUR IMMEDIATE SUPERVISOR. SUCH MATTERS MAY ALSO BE REPORTED DIRECTLY TO THE COMPLIANCE DEPARTMENT. IN EITHER CASE,THIS REPORTING MAY BE DONE WITHOUT FEAR OF RETALIATION.</p> <p>HCSD COMPLIANCE OFFICE    225-922-0572 COMPLIANCE ACCESS LINE AT 1- 800-735-1185.</p> <p>32.13.REPORTS TO THE COMPLIANCE OFFICE OR ACCESS LINE MAY BE ANONYMOUS AND WILL BE MAINTAINED ON A CONFIDENTIAL BASIS AS ALLOWED BY LAW.</p> <p>32.14.VIEW THE ENTIRE HCSD CODE OF CONDUCT AT <a href="http://www.lsuhschools.org/policies/public/default.asp">HTTP://WWW.LSUHOSPITALS.ORG/POLICIES/PUBLIC/DEFAULT.ASP</a> FROM THE RIGHT SIDE OF THE PAGE CLICK ON 8500 COMPLIANCE AND THEN 8501-07 CODE OF CONDUCT.</p> <p>33. CORPORATE BUSINESS INTEREST</p> <p>33.1.ALL VENDORS AND/OR BIDDERS SHALL BE REQUIRED TO PROVIDE INFORMATION REGARDING VENDOR AND/OR BIDDER'S BUSINESS STRUCTURE, MEMBERS, OR THOSE WITH A FINANCIAL INTEREST IN VENDOR AND/OR BIDDER'S BUSINESS SHOULD THAT INFORMATION BE REQUESTED BY LSUHCSD. ANY FAILURE BY VENDOR AND/OR BIDDER TO PROVIDE THE REQUESTED INFORMATION MAY BE CAUSE TO TERMINATE THE CONTRACT OR TO CONSIDER THE BID AS NONRESPONSIVE. THIS INFORMATION</p>	

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<p>           SHOULD BE SUBMITTED WITH BID; IF NOT SUBMITTED WITH BID, IT MUST BE SUBMITTED WITHIN 3 DAYS OF REQUEST OR BID MAY BE REJECTED. ADDITIONALLY, VENDOR AND/OR BIDDER SHALL UPDATE THIS INFORMATION SHOULD THERE BE ANY CHANGE IN THE CORPORATE STRUCTURE AND/OR OWNERSHIP OF VENDOR AND/OR BIDDER'S COMPANY.         </p> <p>           33.2.VENDORS AND/OR BIDDERS SHALL DO THEIR BEST TO PREVENT ANY CONFLICTED RELATIONSHIPS OR CONFLICTS OF INTEREST WITH LSUHCS D PERSONNEL IN CONNECTION WITH THIS BID. FURTHER, VENDORS AND/OR BIDDERS SHALL NOT USE ANY EXISTING CONFLICTED PERSONAL RELATIONSHIPS WITH LSUHCS D PERSONNEL AS AN ADVANTAGE IN THE BID OF AND/OR AWARD OF THIS CONTRACT.         </p> <p>           33.3.THE CODE OF CONDUCT CONTAINED IN THE INVITATION TO BID SHALL BE APPLICABLE TO VENDOR AND/OR BIDDER, ITS EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, AND THEIR EMPLOYEES AS IF THEY WERE EMPLOYEES OF LSUHCS D.         </p> <p>           WHEN APPLICABLE, AND IF NECESSARY TO COMPLY WITH THE HIPAA PRIVACY RULE, THE SUCCESSFUL VENDOR WILL BE REQUIRED TO EXECUTE OUR BUSINESS ASSOCIATE ADDENDUM, WHICH MUST BE RETURNED WITHIN TEN (10) DAYS AFTER REQUEST, WHEN REQUESTED. A SAMPLE OF OUR CURRENT BUSINESS ASSOCIATE ADDENDUM CAN BE FOUND ON THE HCSD WEB SITE AT: <a href="http://webdev.lsuhs c.edu/hc s d/hipaa/">HTTP://WEBDEV.LSUHSC.EDU/HCSD/HIPAA/</a>.         </p>		

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<p>INSURANCE REQUIREMENTS FOR LSUHC-HCSD (Revised September 20, 2004)</p> <p>COMPENSATION INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p> <p>CONTRACTOR'S LIABILITY INSURANCE:</p> <p>PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.</p> <p>INSURANCE COVERAGE SPECIFIC BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:</p> <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN TH TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>Scope of Work includes labor, materials, and services required to produce a completed installation which is acceptable to the agency.</p> <p>Before this contract is acceptable and complete, successful bidder shall clean up and remove from the premises all debris resulting from his work, and shall see to it that all the items furnished are left in good order, cleaned and properly installed.</p> <p>The contractor will schedule all work through the Facility Maintenance and Computer Service Offices and will have their staff along with sub-contractor's staff check in with the Maintenance Office during LJCMC normal working hours.</p> <p>The contractor will be responsible for the safety of patients along with LJCMC employees and required to keep the work area secure from patient or LJCMC employee interference or wandering through the work area at all times from beginning to completion of this project. Use care and protection precautions, as necessary to prevent damage to all existing structures, finishes and landscaping and pedestrians. If any problems arise, the contractor will contact Maintenance who will contact the appropriate department to assist contractor in maintaining a secure area.</p>	

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A final inspection of the project will be done by the Computer Services Network Manager or Designee to agree on the acceptance of the job.

BEFORE SUBMITTING PROPOSALS, BIDDERS SHOULD INSPECT THE PROPOSED SITE AND AQUAINT THEMSELVES WITH ALL OF THE CONDITIONS UNDER WHICH THE WORK WILL BE DONE. NO ADDITIONAL COMPENSATION WILL BE GRANTED BECAUSE OF UNUSAL DIFFICULTIES WHICH MAY BE ENCOUNTERED IN THE EXECUTION OF ANY PORTION OF THE WORK.

VENDOR MUST INSPECT JOB SITE TO VERIFY MEASUREMENTS AND/OR AMOUNT OF SUPPLIES NEEDED PRIOR TO BIDDING. IF VENDOR FINDS CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAY-OUT AS DESCRIBED IN THIS BID, OR OTHER FEATURES OF THE SPECIFICATIONS THAT APPEAR TO BE IN ERROR, SAME SHALL BE NOTED ON PROPOSAL. FAILURE TO DO SO WILL BE INTERPRETED THAT BID IS AS SPECIFIED.

VENDOR MAY CONTACT SUSAN ARCENEUX OR MICHAEL GEERTS AT 985-873-1726 TO SCHEDULE INSPECTION.

THIS SIGNED STATEMENT CERTIFIES THAT THE VENDOR NAMED BELOW HAS VISITED THE JOB SITE AND IS FAMILIAR WITH ALL CONDITIONS SURROUNDING FULFILLMENT OF THE SPECIFICATIONS FOR THIS PROJECT.

_____ VENDOR'S COMPANY NAME	_____ HOSPITAL'S NAME
_____ VENDOR'S SIGNATURE	_____ HOSPITAL'S SIGNATURE

\*\*\*\*\*PLEASE BE SURE TO HAVE SOMEONE FROM OUR FACILITY AND FROM YOUR FACILITY (PERSON THAT PERFORMS AND COMPLETES THE JOB SITE VISIT) SIGN IN THE APPROPRIATE PLACES PROVIDED ON THIS BID DOCUMENT FOLLOWING THE MANDATORY JOB SITE VISIT\*\*\*\*\*

\*\*\*\*\*

IF IT IS DISCOVERED THAT ADDITIONAL WORK IS REQUIRED OUTSIDE THE SCOPE OF THIS JOB. IT WILL ONLY BE APPROVED WITH AUTHORIZATION FROM LJCMC, AND EXECUTED ONLY BY WRITTEN PURCHASE ORDER AND/OR CHANGE ORDER.

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PAYMENT WILL NOT BE MADE IN ADVANCE. THE VENDOR SHALL SEND INVOICES TO THE ACCOUNTS PAYABLE DEPARTMENT AT THE COMPLETION AND ACCEPTANCE OF THE JOB.

SERVICE MUST BE SATISFACTORY; OTHERWISE, CONTRACT WILL BE CANCELLED UPON WRITTEN NOTICE FROM LSUHSC THIRTY (30) DAYS BEFORE DISCONTINUANCE OF SERVICE.

\*\*\*\*\*We cannot accept quote forms provided by the vendor. All prices must be returned on this bid document only.\*\*\*\*\*

\*\*\*\*\*If you wish to bid, please fill out the entire document as requested, sign and return by the bid opening date listed on the bid document.\*\*\*\*\*

THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT.

SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF LSUHSC MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

Invitation to Bid

SPECIAL TERMS & CONDITIONS	Page 9 of 10
NUMBER : 000556 OPEN DATE : 04/19/2010      TIME: 02:00 PM	BIDDER:
<div>BIDDER MUST SIGN IN INK</div> <div>File #VH-1030-10</div>	

Invitation to Bid

PRICE SHEET		Page 10 of 10			
NUMBER : 000556		BIDDER:			
OPEN DATE : 04/19/2010		TIME: 02:00 PM			
UNLESS SPECIFIED ELSEWHERE SHIP TO: 1978 Industrial Blvd Houma LA 70363					
Line No.	Description			Unit Price	Extended Amount
1	To provide all labor, tools, equipment and materials for Cabling job for Leonard J. Chabert Medical Center.  Specify brand, model bid(if applicable)  Job per attached Specifications.	1.00	JOB		



**SPECIFICATIONS FOR CABLING JOB  
FOR  
LEONARD J. CHABERT MEDICAL CENTER**

**LSUHCSO/LJCMC will be accepting bids for core wiring, data and voice cable job in specified locations at Leonard J. Chabert Medical Center, 1978 Industrial Blvd., Houma, LA 70363 in accordance with the terms, conditions and specifications as described within the lines of this solicitation.**

**SCOPE OF WORK – Project will be inclusive of all labor, materials, equipment, parts, supervision, freight/shipping, insurance, permits and or any other miscellaneous charges to product a completed/product/project/service acceptable to the agency.**

**Successful bidder will run fiber cable from Maintenance Department to Medical Records building, three (3) cat6 cables for data and one (1) cat6 cable for voice at 20 locations in the first floor and twenty (20) locations on the second floor of the Medical Records Building, and three (3) cat6 cables for data and one (1) cat6 cable for voice at thirty-three (33) locations in the New Clinic Building.**

**Please see attached documents for complete scope of work and estimated parts listing for each of these three (3) portions of this job. Scope of work is being provided separately, however, LJCMC is looking for one (1) price to encompass the entire job.**

**NOTES:**

- **A clean, clear and unrestricted access route to the construction site will be provided.**
  - **All local, state and federal building codes must be strictly adhered to at all times.**
  - **Bidder is responsible for their own equipment including but not limited to garbage receptacles, and any other item needed to provide disposal of waste.**
  - **LJCMC will make a final inspection of all work performed with the contractor.**
  - **If the owner is satisfied that the work has been completed satisfactorily, the owner shall notify the Purchasing Director of the completion and approval of work.**
  - **All work must meet the complete satisfaction of LJCMC.**
  - **All corrections for work that is unsatisfactory shall be at the vendor's expense and must be completed satisfactorily before approval and final payment is made.**
-

**SPECIFICATIONS FOR CORE WIRING PORTION OF  
CABLING JOB FOR NEW MEDICAL RECORDS BUILDING AND INTERNAL  
MEDICINE CLINIC  
FOR  
LEONARD J. CHABERT MEDICAL CENTER**

1. Place, terminate, and test one (1) 12 strand multimode 62.5um fiber cable from the existing wiring cabinet in Facility Management (FM) office to the vendor provided Fiber patch panel in the switch closet of the Medical Records (MR) Building.
    - a. Place the fiber cable from Maintenance to Medical Records in existing 2" conduit between buildings.
    - b. NOTE: May use existing cat5e cable as pull string in conduit to facilitate cable placement. Place pull string in with fiber run.
    - c. Terminate fiber cable in vendor provided rack-mount 6-port SC duplex fiber panel and enclosure mounted in vendor provided floor racks in MR Building.
    - d. Provide extra (10) feet fiber cable at both ends, coiled and secured to rack.
    - e. Terminate fiber cable in an existing fiber termination box in FM office in Maintenance Building.
    - f. Provide fiber cable test with documentation.
  2. Place the floor-mount rack in the switch closet of the MR Building which shall consist of: 7' x 19" rack, cable runway wall to rack 12" x 92", 7' cable management raceway, concrete insulator kit, anchors and any other required materials to make the rack safe and functional.
    - a. Place rack where indicated by LJCMC Computer Services Staff.
    - b. Mount rack to walls and floors as indicated by rack manufacturer and using concrete insulator and anchors.
  3. Place, terminate and test one (1) 6 strand multimode 62.5um fiber cable from new fiber patch panel in switch closet of the MR Building to the new fiber patch panel in the switch closet of the Internal Medicine Clinic (IMC) building.
    - a. Terminate fiber cable in vendor provided rack-mount 3-port SC duplex fiber panels and enclosures mounted in vendor provided 19" floor racks in MR Building and IMC Building, which are to be placed where indicated by LJCMC Computer Services Staff.
    - b. Use existing 2" conduit from switch closet to FM workshop in MR Building
    - c. Provide extra (10) feet fiber cable at both ends, coiled and secured to rack.
    - d. Provide fiber cable test with documentation.
  4. Place the floor-mount rack in the switch closet of the IMC Building. Rack will consist of 7' x 19" rack, cable runway wall to rack 12" x 92", 7' cable
-

management raceway, anchors and any other required materials to make the rack safe and functional.

- a. Place rack as indicated by LJCMC Computer Services Staff.
    - b. Mount rack to walls and floors as indicated by rack manufacturer.
  5. Place one 50 pair copper cable from the new switch closet in the MR Building to the existing cabinet in FM workshop in the back of MR Building.
    - a. Leave at least (10) feet extra 50 pair cable at existing backboard.
    - b. Use existing 2" conduit from switch closet to FM workshop in MR Building, along with fiber cable run.
  6. Place one 50 pair copper cable from the existing cabinet in FM workshop in the back of MR Building to the new switch closet in IMC Building.
    - a. Leave at least (10) feet extra 50 pair cable at existing backboard.
    - b. Use 2" conduit from switch FM workshop to IMC building along with fiber cable run.
    - c. Use existing 2" PVC conduit under ground between the MR building and the IMC building for both 50-pair copper and fiber.

NOTE: 50 pair cable will terminate in the switch closet in MR Building, in the closet in FM workshop and in the switch closet in IMC Building. Six (6) strand fiber cable is to pass through the FM workshop.
  7. Replace existing 2" 90 degree elbow located above existing cabinet in FM workshop with vendor provided pull box at least 12" x 12" and also connect new conduit from IMC Building.
  8. Place 2" PVC conduit from new pull box above wiring cabinet in FM workshop to existing stub-up conduit on East side MR Building.
  9. Extend existing 2" PVC conduit from existing stub-up out of ground to switch closet in IMC Building.

NOTE: Pull box to allow fiber cable to by-pass cabinet in FM workshop. All conduit shall be mounted and supported as per N.E.C.
  10. Vendor is to provide all materials needed for a complete job. See attached materials list. The items on this list are estimated to be needed for this job. However, it is not an all inclusive list of parts or materials that may be needed.
-

ESTIMATED MATERIAL LIST FOR CORE WIRING PORTION OF  
CABLING JOB, LOCATED AT MEDICAL RECORDS BUILDING AND  
INTERNAL MEDICINE CLINIC FOR LEONARD J. CHABERT  
MEDICAL CENTER.

THIS IS A NON EXCLUSIVE LIST OF WHAT MAY BE NEEDED

ALL PART NUMBERS LISTED ARE FOR REFERENCE PURPOSES ONLY. ALL PARTS ARE PART  
NUMBER PROVIDED, OR EQUAL.

QTY	DESCRIPTION	MANUFACTURER	MFR PART #	ANIXTER PART #
FIBER CABLE				
150'	12 strand Multi-mode 62.5um fiber cable	Corning	012KU4-T4130D20	372-COR62.5-LTD-12
450'	6 strand Multi-mode 62.5um fiber cable	Corning	006KU4-T4130D20	372-COR62.5-LTD-06
2	Fiber Rack MT enclosure 19" 1U empty, up to 2 CCH panels	Corning	CCH-01U	180626
1	Closet Connector Housing 2U rack spaces, 4 CCH panels	Corning	CCH-02U	180627
2	6 port panel SC dup mm loaded w/6mm duplex SC SLVS	Corning	CCH-CP12-91	180729
2	3 port panel SC dup mm loaded w/6mm duplex SC SLVS	Corning	CCH-CP06-91	180705
2	Buffer tube fan-out Kits with 12-F buffer tubes 25" fan-out tubing	Corning	FAN-BT25-12	152286
2	Buffer tube fan-out Kits with 6-F buffer tubes 25" fan-out tubing	Corning	FAN-BT25-06	152285
9	SC/SC 62.5um mm duplex fiber patch 1 meter, orange	Corning	575702K5141003F	239459



**SPECIFICATIONS FOR DATA AND VOICE PORTION OF  
CABLING JOB, LOCATED AT MEDICAL RECORDS BUILDING  
FOR  
LEONARD J. CHABERT MEDICAL CENTER**

1. Place and identify three (3) cat6 cables for data and one (1) cat6 cable for voice at twenty (20) locations in the first floor and twenty (20) locations on the second floor of the Medical Records (MR) Building.
    - a. Provide Riser Rated (CMR) blue cables for data and Riser Rated (CMR) red cable for voice.
    - b. Place data cables in customer indicated outlet locations hanging out of the walls to the existing rack, with (2) feet extra length at outlet to allow termination by LJCMC and (6) feet extra length at rack to allow termination any where on the rack.
    - c. Place voice cables at LJCMC indicated outlet locations to the existing backboard with six (6) feet extra length at backboard and (2) feet extra length hanging out of wall at outlets to allow termination by LJCMC.
    - d. Identify each wire run by uniquely marking both ends of each cable run.
  2. Place cables above drop-down ceiling areas on both floors. All wiring shall be suspended off the grid and supported at least every ten (10) feet by "J" hooks and following manufacturer's requirements for mounting, support and bending radius, etc.
  3. Route the second floor cables up from the first floor through existing space between the outside wall and inside sheetrock.
  4. Vendor is to provide all materials needed for a complete job. See attached materials list. The items on this list are estimated to be needed for this job. However, this is not an all-inclusive list of parts or materials that may be needed.
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ESTIMATED MATERIAL LIST FOR DATA & VOICE PORTION OF CABLING JOB, LOCATED AT MEDICAL RECORDS BUILDING AT LEONARD J. CHABERT MEDICAL CENTER.

**THIS IS A NON EXCLUSIVE LIST OF WHAT MAY BE NEEDED**

ALL PART NUMBERS LISTED ARE FOR REFERENCE PURPOSES ONLY. ALL PARTS ARE PART NUMBER PROVIDED, OR EQUAL.

[illegible]

**SPECIFICATIONS FOR DATA AND VOICE PORTION OF  
CABLING JOB, LOCATED AT NEW INTERNAL MEDICINE  
CLINIC BUILDING  
FOR  
LEONARD J. CHABERT MEDICAL CENTER**

1. Place and identify three (3) cat6 cables for data and one (1) cat6 cable for voice at thirty-three (33) locations in the new Internal Medicine Clinic (IMC) Building.
    - a. Provide Rise Rated (CMR) blue cables for data and Riser Rated (CMR) red cable for voice.
    - b. Place data cables in LJCMC indicated outlet locations to the existing rack, with (2) feet extra length at outlet to allow termination by LJCMC and (6) feet extra length at rack to allow termination anywhere on rack.
    - c. Place voice cables at LJCMC indicated outlet locations to the existing backboard, with six (6) feet extra length at backboard and (2) feet extra length at outlets to allow termination by LJCMC.
    - d. Identify each wire run by uniquely marking both ends of each cable run.
  2. Place cables in existing raceway or new raceway in crawl space under IMC Building.
  3. Provide support at least every (5) feet utilizing "J" hooks in the crawl space, to insure all wiring is securely supported and kept off the ground following manufacturer's requirements for mounting, support and bending radius, etc.
  4. Vendor is to provide all materials needed for a complete job. See attached materials list. The items on this list are estimated to be needed for this job. However, this is not an all-inclusive list of parts or materials that may be needed.
-



**HOSPITAL REGULATIONS**

Unauthorized soliciting or sale of merchandise is not allowed on hospital premises.

Contractor/Vendor personnel must wear a Vendor's Tag as evidence that they are authorized to be on the premises.

All vehicles utilizing hospital parking facilities are subject to being searched by our Security personnel.

Alcoholic beverages are not permitted on hospital premises.

Smoking is prohibited within any of the hospital buildings and Smoke-Free Zones on the grounds.

**SAFETY TIPS**

Exercise extreme caution when driving on hospital grounds.

Notify hospital staff immediately if you notice smoke or a fire.

Fire drills keep the staff in practice. If you hear an alarm, stay put unless instructed otherwise by hospital personnel.

To protect yourself, our patients, visitors, and staff:

◆ **BE ALERT**  
for safety hazards.

◆ **BE CAREFUL**  
when working with any equipment.

◆ **USE YOUR HEAD**  
and report any unsafe conditions immediately!

**CHANNELS OF COMMUNICATION**

*Extension Numbers*

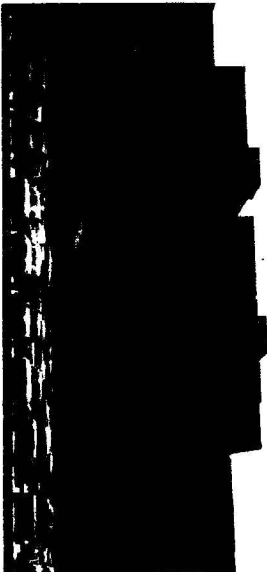
◆ Facility Management	1836
◆ Security	1875
◆ Safety/Risk Management	1206
◆ Support Services Office	2247



LEONARD J. CHABERT MEDICAL CENTER

06/09  
Support Services

**GUIDELINES FOR  
CONSTRUCTION  
&  
VENDOR  
PERSONNEL**



# WELCOME TO LEONARD J. CHABERT MEDICAL CENTER

ome to our hospital. We are pleased to have you  
Our major objective is that everyone here to offer  
vide a service to our facility conduct themselves in  
a manner that the best interest of our patients,  
ent staff, employees, our hospital, and our  
community will be served.

purpose of this flyer is to acquaint you with various  
ies, regulations, and the channels of announcing an  
usual event, such as a fire.

## HOSPITAL POLICY

*ctors and vendors*  
der to monitor and maintain all aspects of the Life  
Program it is the policy of Leonard J. Chabert Medical  
r that all outside contractors and vendors must  
inate **ALL** work within or on the grounds of the facility  
he Facility Management Supervisor or his designee.

efore beginning work, all contractor/vendor personnel  
ill sign in with the Facility Management department  
nd be issued a numbered Vendor's Tag. These tags are  
o be worn where readily visible.  
The scope of work, authorization, duration and any  
ther pertinent information will be supplied.  
JCMC policies and procedures will be followed,  
including **NO SMOKING** within the buildings or the  
Smoke-Free Zones on the grounds.  
Notification of the Facility Management Supervisor is  
andatory if any utilities or critical systems are to be  
interrupted. Facility Management staff will assist in these  
projects.  
Contractor/Vendor personnel are to assure that they do  
not block corridors or fire exits.  
f special parking is required, permission will be acquired  
nd coordinated through the Security and Facility  
Management departments.  
In "Above the Ceiling Permit" must be acquired from  
he Facility Management Department before performing  
work above the ceiling. In accordance with hospital  
olicy the "Permit" must be posted in the area the work  
is being done in.

- ◆ Any life safety code violations occurring because of construction, renovation, maintenance or repairing will result in close coordination with the Facility Management Department and the Safety Officer as specified in the Hospital's "Interim Life Safety Measures" policy.
- ◆ The Safety Officer monitors work sites and reports deficiencies.
- ◆ All penetrations in smoke/fire partitions will be sealed with a fire-proof caulking, that has been approved by the Facility Management Supervisor, before final payment will be made.
- ◆ All Contractor/Vendor personnel are expected to work in a professional manner and to be courteous to patients, visitors, and staff.
- ◆ Contractor/Vendor personnel are to sign out daily and report progress to the Facility Management Manager/designee.

## COMMUNICATION OF UNUSUAL EVENTS

*Vendor's Tag Attachment*  
Attached to your Vendor's Tag is a card with a list of Chabert Medical Center's Fire Zones and Emergency Codes.

*Fire Emergency - "Code Red"*  
You may have been previously educated to evacuate a building in the event of fire but in a hospital we "defend-in-place". Chabert Medical Center has developed a Fire Plan and implements **RACE**.

- ◆ **R**escue all patients in danger.
- ◆ **A**nnounce the fire by pulling the alarm, using \*5 to notify the Operator, and communicating with staff in the area.
- ◆ **C**ontain the fire by closing all doors.
- ◆ **E**xtinguish/Evacuate the fire.

*Extinguishing A Fire*  
If you must use a portable fire extinguisher remember **PASS**.

- ◆ **P**ull the pin.
- ◆ **A**im the nozzle.
- ◆ **S**queeze the trigger.
- ◆ **S**weep the base of the fire.

- Away From A Fire's Point Of Origin*
- ◆ Check Fire Zone Card for the location of the fire emergency.
  - ◆ Remain Alert, listen for updates or instructions.
  - ◆ Follow instructions of hospital staff in the area, they have been trained on what to do.

- Evacuation*
- If a fire cannot be extinguished and smoke, fumes, or flames threaten safety, an evacuation will be ordered.
- ◆ Follow instructions of hospital staff, they are trained on evacuation procedures.
  - ◆ Evacuation routes are posted in each area.

*Emergency Codes*

Codes are announced to communicate the need to implement established emergency procedures.

- ◆ **CODE RED** - Fire
- ◆ **CODE WHITE** - Security Emergency
- ◆ **CODE BLUE** - Medical Emergency
- ◆ **CODE PINK** - Infant/Child abduction
- ◆ **CODE BLACK** - Bomb Threat
- ◆ **CODE YELLOW** - Internal/External Disaster
- ◆ **CODE GREY** - Severe Weather/Hurricane
- ◆ **CODE ORANGE** - Haz-Mat Spill (Internal)
- ◆ **STAT** - Announced Staff Needed Immediately

If an announced code has impact in the area you are in, hospital staff will instruct you on what to do.

HAVE A GOOD DAY! 😊